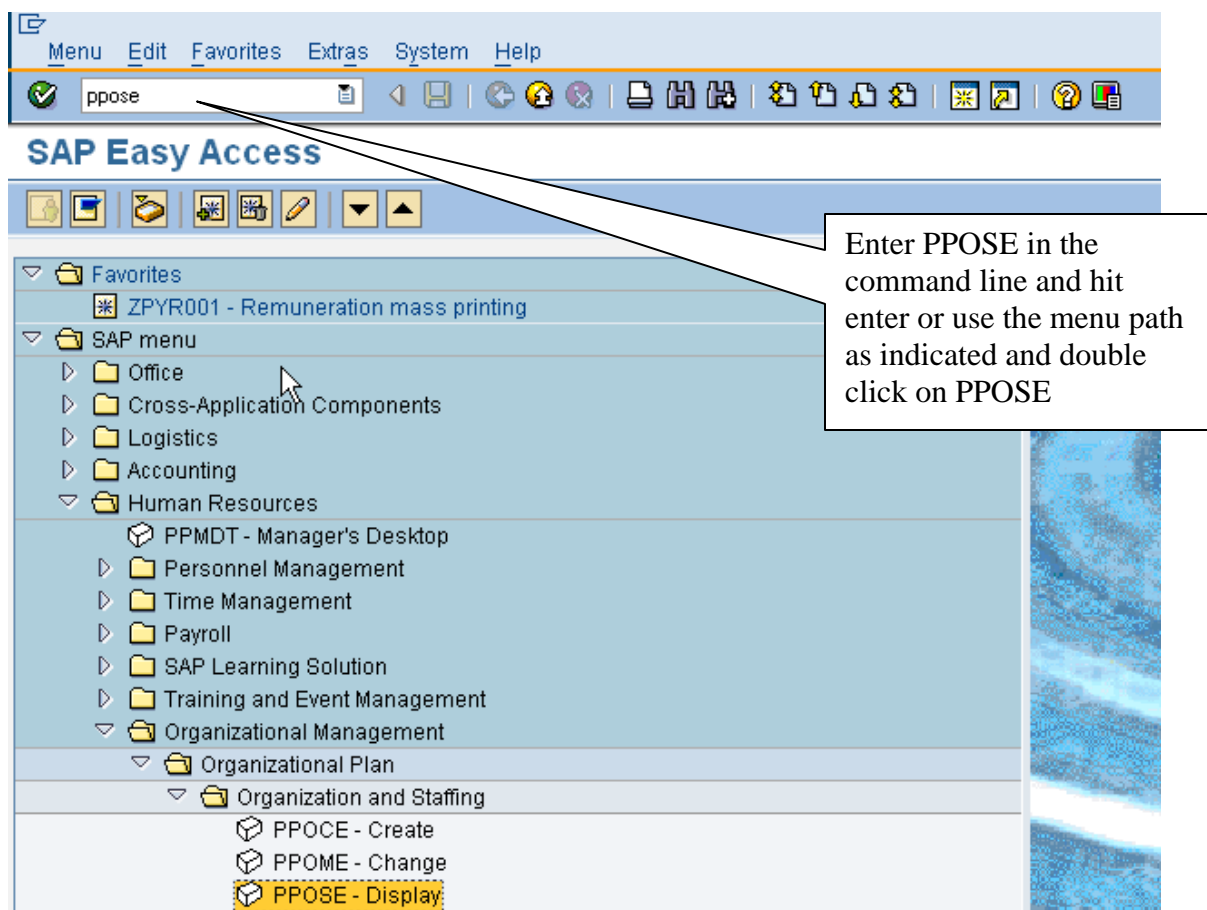


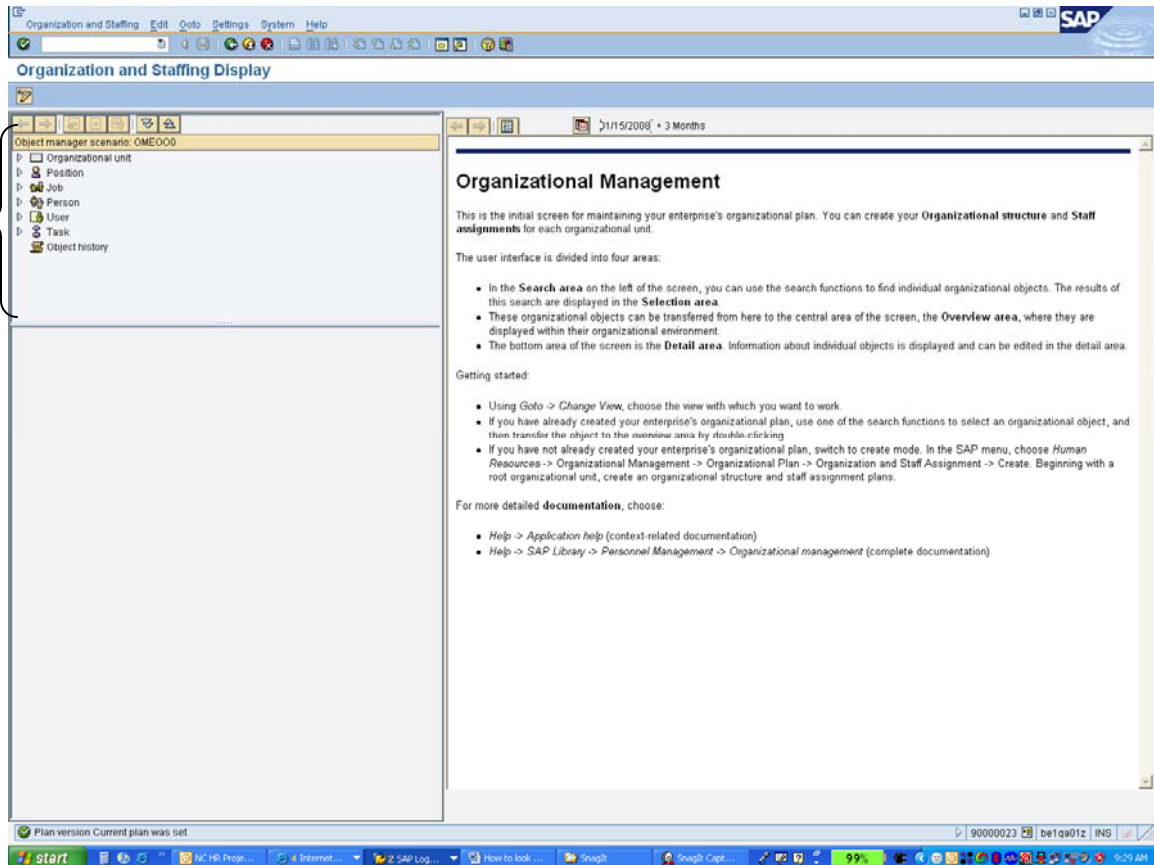
## How to look for your Vacancies in the new Beacon system (in the Organization Management component)

**Scenario:** You have the SAP position # (e.g. 60012345) and want to see if the position is vacant. This aide describes how to look that up in the Beacon system using T-Code PPOSE.


**Step 1:** Log on to the SAP system and enter T-Code PPOSE or use the menu path as indicated on the screenshot below:

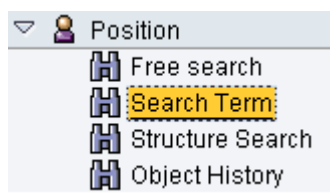



**Step 2:** The following screen will appear:

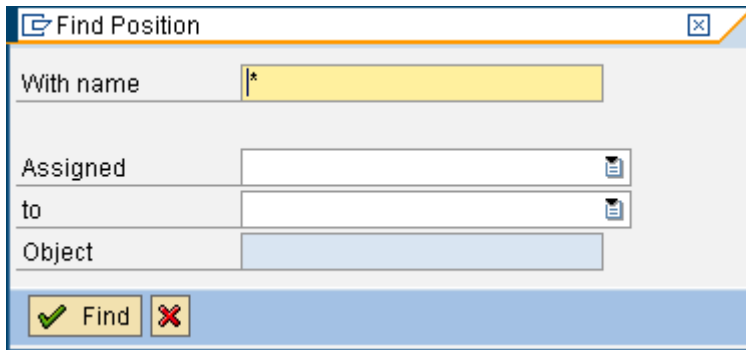


Now go to the search area and click on the little triangle next to Position icon

▶  **Position** to reveal all the possible search methods:

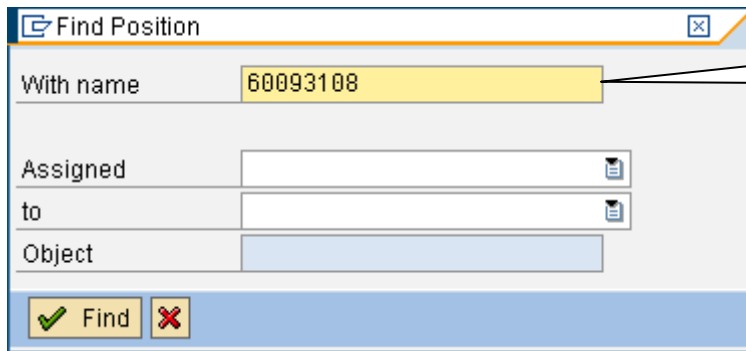


**Step 3:** Click on 'Search term'  **Search Term** - the next pop-up will appear:



The 'Find Position' dialog box is shown. It has a title bar with a close button. The main area contains four input fields: 'With name' (containing an asterisk), 'Assigned' (empty), 'to' (empty), and 'Object' (empty). At the bottom, there are two buttons: a green 'Find' button with a checkmark icon and a red 'X' button.

**Step 4:** Enter the SAP position # in the 'With name' field:



The 'Find Position' dialog box is shown again. The 'With name' field now contains the text '60093108'. The other fields ('Assigned', 'to', 'Object') are still empty. The 'Find' and 'X' buttons are at the bottom.

Enter the SAP  
position # in this  
field

Click on 'Find'  to continue

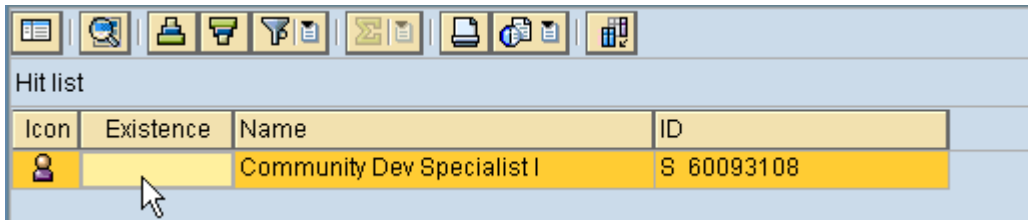
**Step 5:** You will see the position in the selection area of your screen under 'Hit list':


The screenshot displays the SAP Organizational Management interface. The left sidebar shows a navigation tree with 'Position' selected. The main area is titled 'Organizational Management' and contains introductory text and instructions. Below the text is a 'Hit list' table with the following data:

Icon	Existence	Name	ID
		Community Dev Specialist1	60093108

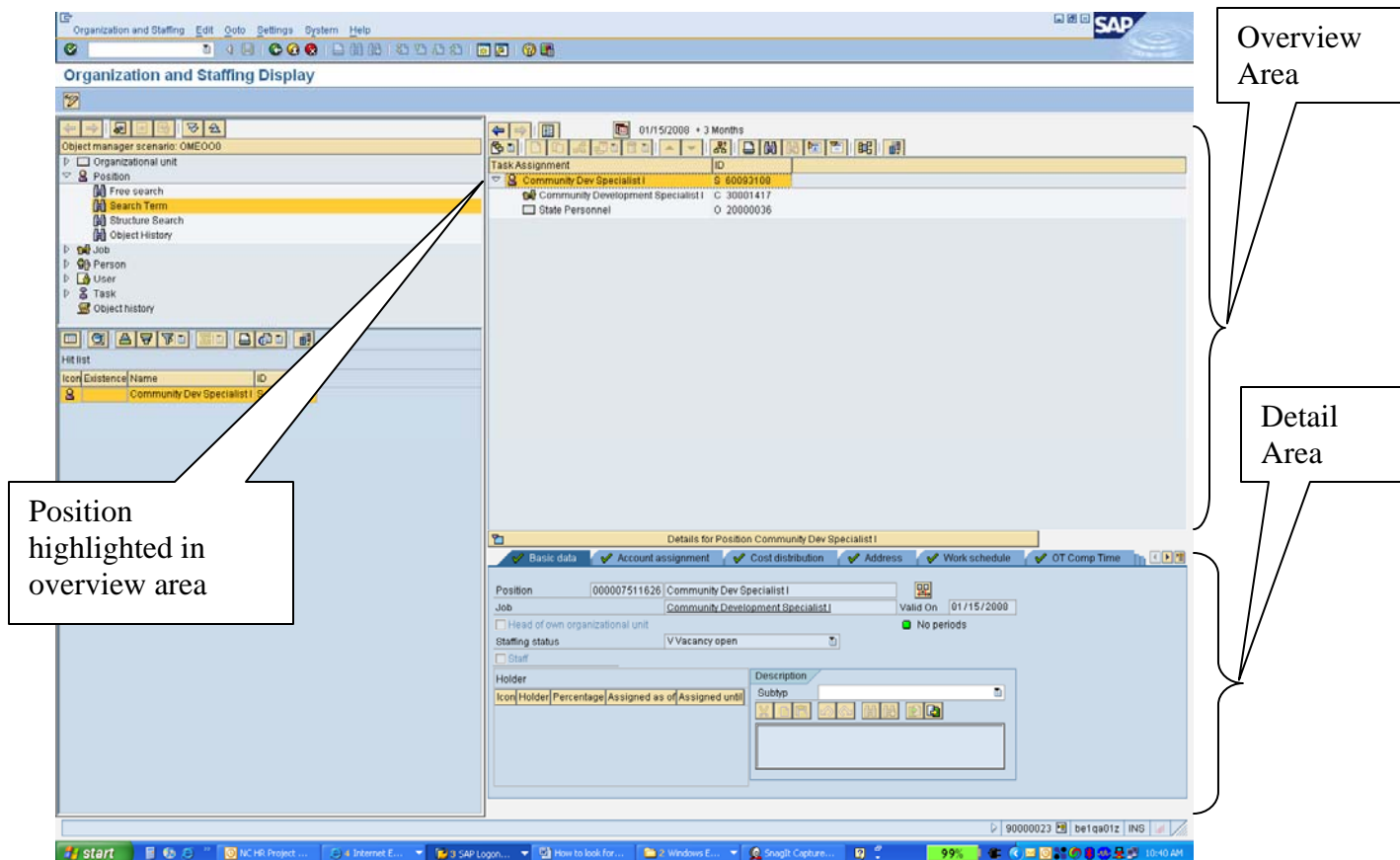
A callout box labeled 'Selection Area' points to the 'Hit list' table. Another callout box labeled 'Position # 60093108' points to the ID value in the table.

**Step 6:** Put your cursor on the line and double click to select this position (the color of the line will turn orange) – see below:



Icon	Existence	Name	ID
		Community Dev Specialist I	S 60093108

**Step 7:** The position will now appear in the ‘Overview Area’ of your screen:



Position highlighted in overview area

Overview Area

Detail Area

You will also see the job (class)  Community Development Specialist I C 30001417 and the Organizational Unit  State Personnel O 20000036 the position is attached to.

**Step 8:** To look at all the specific attributes (detail info) of this position please look at the detail area (indicated in screen-print above)

Staffing status:  
Vacancy open

Details for Position Community Dev Specialist I

Basic data Account assignment Cost distribution Address Work schedule OT Comp Time

Position 000007511626 Community Dev Specialist I

Job Community Development Specialist I Valid On 01/15/2008

☐ Head of own organizational unit ☒ No periods

Staffing status V Vacancy open


☐ Staff

Holder

Icon	Holder	Percentage	Assigned as of	Assigned until
------	--------	------------	----------------	----------------

Description

Subtyp

The detail area will usually default to the 'Basic data'  tab (first tab in detail area). It is on this tab that you will be able to see whether the position is vacant.

Look at the 'Staffing status' – it shows the following value '**Vacancy open**' which means position # 60093108 is currently a vacancy.

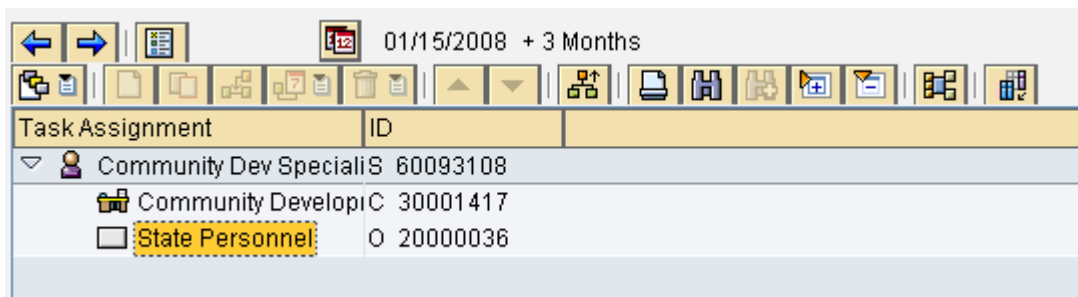
The other potential statuses of this field are listed below:

1. **Vacancy occupied or put on hold** (person in position)
2. **Obsolete** (position cannot be filled and will be abandoned)

**Bonus tip:**

There is also a neat way in which you can look at all the vacancies in a particular Organizational Unit. Let us use the example above – say you wanted to look at all the positions and their status in this Org Unit (# 20000036)

**Step 1:** Select the Org Unit by clicking on it (should turn orange). You can also look at any other Org. Unit by searching for it in the ‘Search Area’, then selecting it in the ‘Selection Area’.

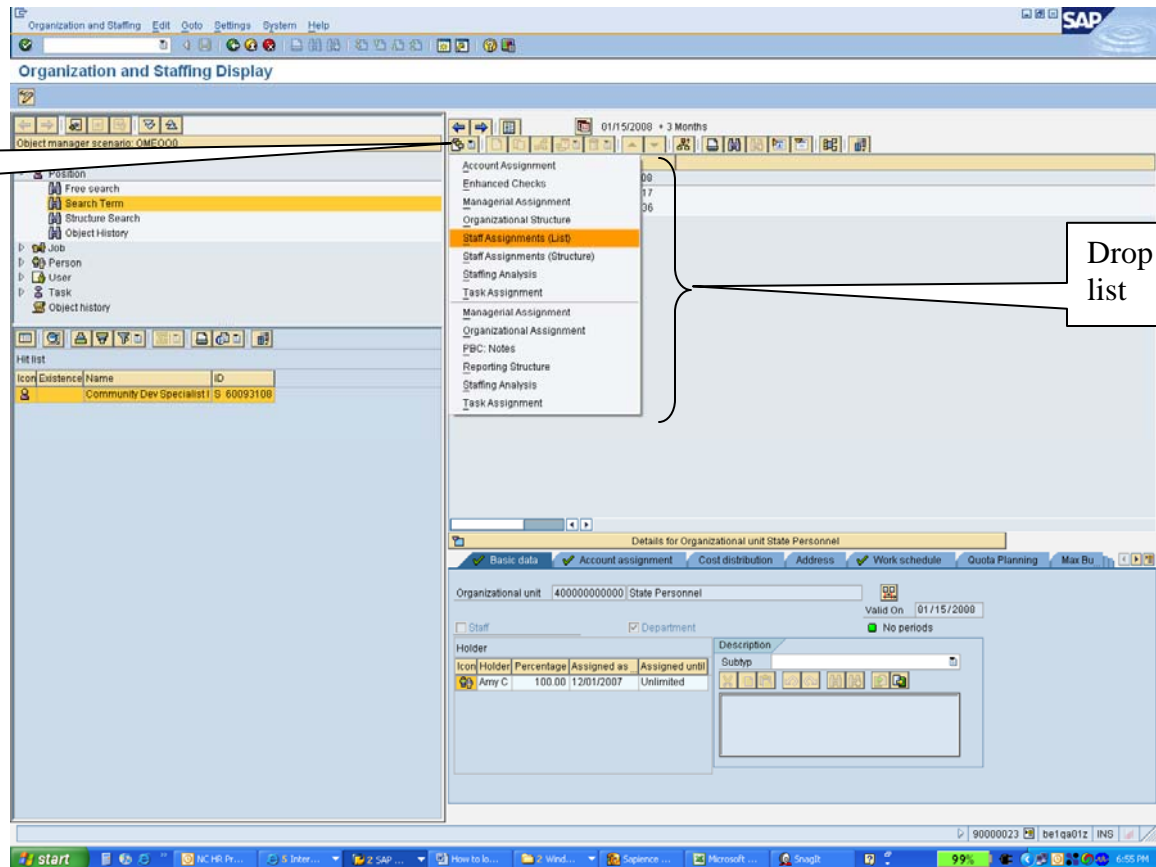


01/15/2008 + 3 Months	
Task Assignment	ID
Community Dev Specialist	60093108
Community Development	30001417
State Personnel	20000036


**Step 2:** Click on the following icon  and a drop down list of scenarios will appear:

Scenarios icon

Drop down list



The screenshot shows the SAP Organization and Staffing Display interface. The top menu bar includes 'Organization and Staffing', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The main title is 'Organization and Staffing Display'. Below the title bar, there is a toolbar with various icons. The 'Scenarios' icon, which is a document with a magnifying glass, is highlighted. A dropdown menu is open, listing various scenarios: 'Account Assignment', 'Enhanced Checks', 'Managerial Assignment', 'Organizational Structure', 'Staff Assignments (List)', 'Staff Assignments (Structure)', 'Staffing Analysis', 'Task Assignment', 'Managerial Assignment', 'Organizational Assignment', 'PBC: Notes', 'Reporting Structure', 'Staffing Analysis', and 'Task Assignment'. The 'Staff Assignments (List)' option is highlighted in orange. The left sidebar shows a tree view with 'Person' selected, and a 'Hit list' table below it. The bottom section shows 'Details for Organizational unit State Personnel' with tabs for 'Basic data', 'Account assignment', 'Cost distribution', 'Address', 'Work schedule', 'Quota Planning', and 'Max Bu'. The 'Account assignment' tab is active, showing a table with columns 'Holder', 'Percentage', 'Assigned as', and 'Assigned until'. The table contains one row: 'Amy C', '100.00', '12/01/2007', and 'Unlimited'. The bottom status bar shows the user '90000023', the system 'beta01z', and the time '6:55 PM'.

Icon	Existence	Name	ID
		Community Dev Specialist1	60093108

Holder	Percentage	Assigned as	Assigned until
Amy C	100.00	12/01/2007	Unlimited



**Step 3:** Select the 'Staff Assignments (List)' scenario by clicking on it when highlighted

The screenshot shows the SAP 'Organization and Staffing Display' interface. On the left, the 'Object manager scenario: OME000' is selected. The 'Position' tree is expanded, and 'Search Term' is highlighted. The 'Hit list' shows 'Community Dev Specialist1' with ID '60093108'. The 'Details for Organizational unit State Personnel' are displayed at the bottom, showing 'Organizational unit: 4000000000000 State Personnel' and 'Valid On: 01/15/2008'. The 'Staff' tab is active, showing a table with one entry: 'Amy C' with a percentage of 100.00, assigned as of 12/01/2007, and unlimited. A callout box points to the 'Staff Assignments (List)' menu option, which is highlighted in the 'Account Assignment' menu.

Organization and Staffing Display

Object manager scenario: OME000

Position

- Free search
- Search Term
- Structure Search
- Object History

Job

Person

User

Task

Object history

Hit list

Icon	Existence	Name	ID
		Community Dev Specialist1	60093108

Details for Organizational unit State Personnel

Basic data | Account assignment | Cost distribution | Address | Work schedule | Quota Planning | Max Bu

Organizational unit: 4000000000000 State Personnel

Valid On: 01/15/2008

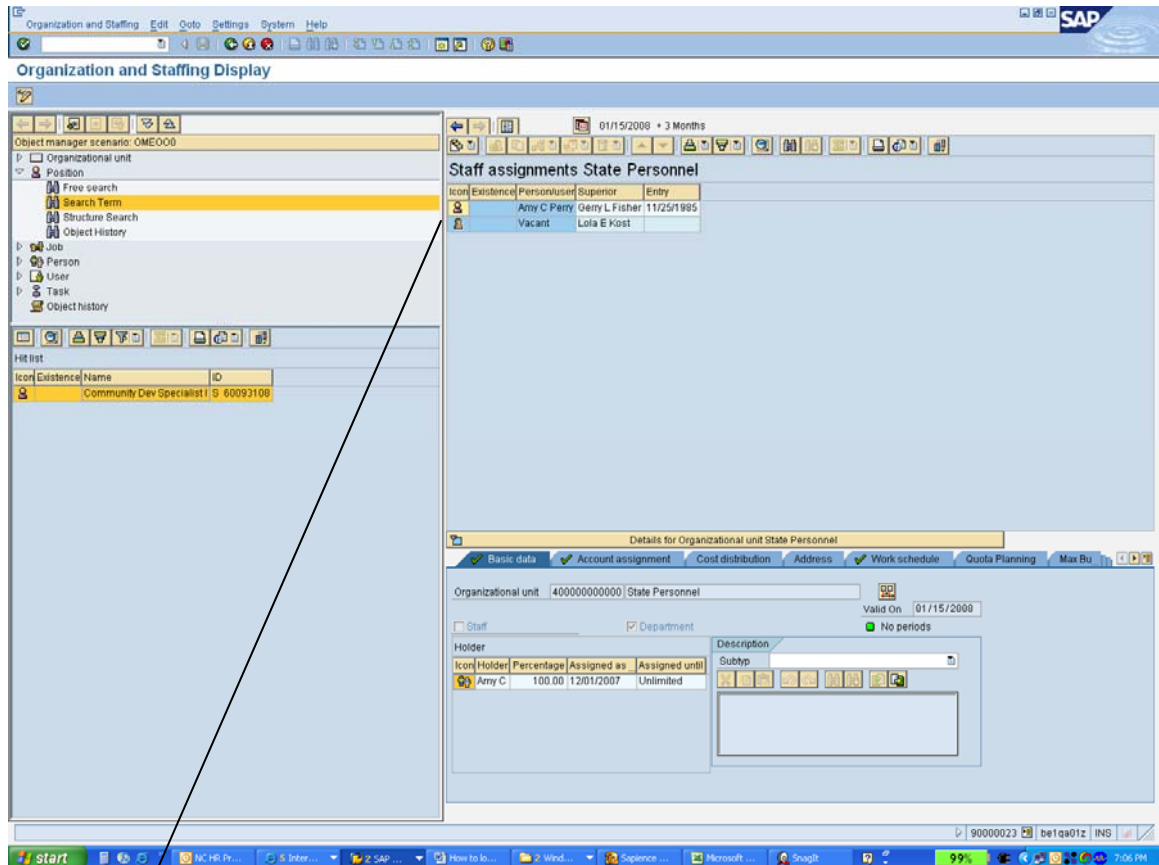
No periods

Staff

Holder	Percentage	Assigned as of	Assigned until
Amy C	100.00	12/01/2007	Unlimited

Select 'Staff Assignments (List)'

**Step 4:** The following screen will appear:



**Staff assignments State Personnel**

Icon	Existence	Person/user	Superior	Entry
		Amy C Perry	Gerry L Fisher	11/25/1985
		Vacant	Lola E Kost	

This view shows which position(s) in an Org Unit are vacant using this  icon.

Below is an example of an Organizational Unit with a number of filled positions and one vacancy. Positions can also have other statuses (Unoccupied, position with several holders, Obsolete Position etc.).

01/18/2008 + 3 Months

Staff assignments OSP DO-Consulting Group 1

Icon	Existence	Person/user	Position	Percentage	Job
		Vanessa M Wells	Administrative Support Associate	100.00	Administrative Support Associate
		Needham A Wall	Human Resources Managing Partner	100.00	Human Resources Managing Partner
		Janie F Watkins	Human Resources Associate	100.00	Human Resources Associate
		Carolyn W Dobbin	Human Resources Associate	100.00	Human Resources Associate
		Kassia D Elliott	Human Resources Partner	100.00	Human Resources Partner
		Donald A Nattress	Human Resources Partner	100.00	Human Resources Partner
		Laura J Sheely	Human Resources Partner	100.00	Human Resources Partner
		Lynn Jackson Floyd	Human Resources Partner	100.00	Human Resources Partner
		Gratia Maurine Mellows	Human Resources Associate	100.00	Human Resources Associate
		Larry M Vales	Human Resources Partner	100.00	Human Resources Partner
		Stanley D Brown	Human Resources Partner	100.00	Human Resources Partner
		Vacant	Legal Specialist		Legal Specialist
		Joyce M Weathersby	Human Resources Partner	100.00	Human Resources Partner
		Vivian B Jackson	Human Resources Partner	100.00	Human Resources Partner

If you want to know what the meaning of a specific icon is you can click on the icon legend button and the following screen will show all the different icons:

Icon legend

Icon	Description
	Job
	Organizational unit
	Person
	Position
	Task
	User
	Chief
	Vacant position
	Unoccupied position
	Obsolete Position
	Position with several holders
	Object to be added
	Object removed